



## DOWN PAYMENT ASSISTANCE PROGRAM COMMUNITY DEVELOPMENT

Note: For Down Payment Assistance, properties constructed **prior to 1978** must have passed a lead-based paint risk assessment by a State of Texas licensed Lead Risk Assessor. No tenant-occupied properties may be purchased. No properties in the 100-year flood plain may be purchased. **Contact us with the prospective address before making an offer.**

You may submit your application in person (preferably) from **8a.m.- 5:00 p.m.** Monday - Friday at 1207 Texas Avenue (Corner of Gilchrist and Texas Avenue - one block south of Chili's, south of City Hall), or by mail to:

Down Payment Assistance Program  
Community Development  
City of College Station  
1207 Texas Avenue  
P.O. Box 9960  
College Station, TX 77840

Documents may be submitted by fax to: (979) 764-3785.

Only complete applications with all supporting documents will be accepted. **A \$20 application fee is required** (unless paid with a prior pre-application form). Incomplete applications or applications lacking supporting documents will be returned to the applicant by mail.

You will be contacted concerning your application within 3 business days of receipt. Application processing and approval requires a minimum of 15 business days (3 weeks) from the date the completed application is approved. Please apply early in your homebuying process, preferably well BEFORE making an offer to purchase a home.

For questions concerning your application, please contact the City of College Station Community Development Office, (979) 764-3778.

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### **Before submitting your application for Down Payment Assistance, please use the following checklist:**

- ☐ **Completed 3-page application with all appropriate signatures and \$20 application fee.**
- ☐ **Completed and signed Verification of Employment form (If self-employed - request form 4506-T)**
- ☐ **Copy of pay stubs for past two months for each source of employment/income.**
- ☐ **Copies of previous 6 month's bank statements, including checking, savings, and all other accounts except retirement accounts. (If self-employed, provide past 2 years monthly bank statements, both personal and business).**
- ☐ **Copies of drivers' licenses for all household members.**
- ☐ **Copies of social security cards (front & back) for all household members.**

**All 6 items listed above must be submitted together.**